

# **Federal City Performing Arts Association Board of Directors Meeting Minutes**

**Wednesday, May 17, 2000**

**2801 M St., NW, Washington, DC**

**Present:** Darrell Lewis, Fred Boykin, Jerry Carpenter, Jeff Peirce, Chip Heath, Kris Marshall, Joe Vignali, Steve Herman, Mark Ohnmacht, Wallace Whitworth  
**Absent:** Thom Gibb, Ron Sabacek, Greg Ruffer  
**Staff:** John Perkins  
**Guests:** Kathy McGee

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## **I. Call to Order**

Lewis called the meeting to order at 7:05 PM.

## **II. Open Forum**

## **III. Approval of Minutes**

Boykin moves to approve the minutes as amended, Heath seconds. Unanimously approved.

## **IV. Open Board Position**

The Board considered Kathy McGee as a member of the Board filling an open community seat for the term ending in 2001.

Heath moves to accept the nomination of Kathy McGee as a member of the Board of Directors. Carpenter seconds. Unanimous in favor.

Kathy McGee becomes the first woman to serve on the elected Board of Directors. Wallace Whitworth agrees to the appointment of another two-year term on the Board as well. The new members are encouraged to attend the next rehearsal so that they may be introduced to the membership.

## **V. Finance Report**

Peirce presented the finance report. See report for full details. The new fund accounting system is in place. There is a deficit projected for the end of the year but the chorus still has an opportunity to close the gap if tickets sell well for the June concert, the raffle is pushed along, the auction goes well and we have a successful phone-a-thon.

Carpenter moves to accept the finance report, Vignali seconds. Unanimous in favor.

Peirce presented the proposed investment policy. He stated that because we are a non-profit we cannot afford to lose money in an investment. We must try to grow what we have but we will invest in stock/bond funds and not depend on any one-performer stock. There will be a diversified portfolio approach. There are still risks involved. A fund manager will attempt to manage the funds against the proposed performance objectives. Herman asked about the wording of the New Century Fund being a 50/50 split. Lewis clarified that the money will be held in the bank until the June 2001 concert. June will be a goal to gathering enough funds to be able to invest and that the fund wording is correctly represented. Perkins indicated that the GALA investment policy was researched and was modified to fit our organization. Peirce indicated that time and resources are now needed to find the fund manager for the investments.

Peirce moves to approve the financial policies, Ohnmacht seconds. Unanimous in favor.



**VI. Director Search Committee Report**

Vignali stated that the committee has extended an offer to Jeff Burhman for the position of Music Director and he has accepted the offer. Thanks were expressed to all the members of the Search Committee for their hard work on the project. Vignali reports that the committee has completed its objective and is now formally dissolved. Materials will be held for three months in a sealed container and all official documentation has been filed. Heath suggests that a thank you letter to the committee be formalized and signed by the president.

**VII. Auction Report**

Boykin recommends the members of the Board come to the auction and bid well for items. Raffle will be pushed at the auction and Pride Day. He also suggested that we bring a special guest to the event.

**VIII. Twentieth Anniversary Report**

Herman presented a synopsis of the first meeting of the 20<sup>th</sup> Anniv. Committee. They request a firm date for the June concert. They prefer a weekend date to a weekday if they are at the Kennedy Center. The driving force of the event is the Alumni weekend. Lewis asked that the membership of the committee be members who are in good standing or Capital Club. Vignali asked that the committee should include members who are new to the organization as well, not just long standing members. Heath recommended that the committee look at other groups who have recently celebrated anniversaries to get ideas from them.

**IX. Executive Director's Report**

Perkins reported that membership in the United Arts Organization has paid off. We received income totaling \$12,111: \$3,888 was from United Way and \$8,223 was from CFC donations. The net to the operating fund will be \$9,533 after fees are collected. Perkins indicated that Ohnmacht and Whitworth have agreed to help refine the corporate donor effort for the coming year. A new audience demographic survey was designed by Mark Shugoll, a pro-bono service acquired by Whitworth, and will be used at the June concert. Two community outreach concerts at Millennium March and Cedar Lane were coordinated by Perkins; both of which paid GMCW \$1500 and \$1000 respectively. Perkins expressed his frustration with the lack of effort to hold anyone accountable for the income of the organization. Herman expressed frustration about the lack of marketing focus (content to market) to sell the June concert.

**X. New Business**

Whitworth, on behalf of Ohnmacht and Perkins, proposed that the Board consider adding a development person to staff to assist with office duties. This development person would provide follow through on fundraising, database input, acknowledgements, and phone calls. The current deficit history calls for a development /administration person to close the gaps. The position would help bring consistency to fundraising efforts. The position would need a moderate salary and a person who has good skills.

**Whitworth moves to amend the operating plan to add a full-time development/administrative assistant position that would be salary capped at \$25K for the duration of one year. Second by Heath.**

Much discussion ensued. Ohnmacht said that this was a step toward the creation of a development committee in the organization. Some members said that since the chorus was in a deficit position, that adding another staff member was not acceptable. During the heated discussion, Carpenter reminded the Board that this motion was not to go out and hire but to consider the position in the budgeting exercise. Marshall suggests that the job be defined so as not to become overwhelmed like the Executive Director position. A good job description needs to be written. Marshall asked that the Board consider using his gift to the Chorus to underwrite the position for one year. Lewis calls the Question on the motion.

**The motion passes with Boykin voting no for the position.**

**XI. President's Report**

Lewis read an invitation to perform for an event on June 6. The invitation was regretfully declined. He provided each member with a floppy and letterhead to help make the end of year appeal successful. Lewis announced his departure from Washington, DC and his move to San Francisco. Ohnmacht moves that the Board adopt a resolution honoring Darrell Lewis for his commendable work as President of the organization. Resolution was unanimously adopted.

**XII. Adjournment**

**Boykin moves for adjournment, Herman seconds, Unanimous in favor.**

Respectfully submitted,



Jerry Carpenter – Secretary, FCPAA

GMCW affirms the Gay experience and promotes a culture of diversity through musical and performance excellence